

STATE OF LOUISIANA  
DEPARTMENT OF STATE CIVIL SERVICE  
BATON ROUGE, LOUISIANA

November 29, 2001

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General Circular No. 001460

To: Heads of State Agencies and Human Resource Directors

Subject: Required Corrections to ISIS HR Data

Issue Date: November 29, 2001

Pursuant to Revised Statute 42:291, the Department of State Civil Service is required to produce a standard report on state employment utilizing categories as specified in the statute. In accordance with this statute, the Department has produced and distributed the Monthly Report on State Employment since 1988.

In our effort to once again produce this required report using data from the ISIS HR System, we are being hampered by certain data inaccuracies in the system. The statute requires that the report count the number of classified and unclassified employees in each organizational unit and the associated full time equivalency (FTE) that those employees represent. In addition, the statute requires that we categorize employees into four groupings for each state agency (personnel area). These categories include students, board members, education employees, and all other employees. Due to the way data is being entered and maintained in some instances in the ISIS HR system, we are having difficulty in calculating the correct FTE and in determining the appropriate employee grouping.

The purpose of this general circular is to provide the user agencies with the ISIS HR entry requirements that will result in the most accurate report possible. It should be noted that this report is used by the Office of Planning and Budget, the Legislature, the

media, and others to review state employment. For this reason, we are requesting that necessary corrections to your employee records be made no later than December 21, 2001 so that the December 31, 2001 report can be produced in an accurate manner. The necessary report variants have been set up in the ISIS HR Employee Statistical Report (ZP21) to assist in identifying errors for your personnel areas. The explanation of these variants is found in the report documentation which can be accessed through the normal ISIS HR Online Help or directly located at the internet link provided in the general comments section of this circular. If you have any questions about this ISIS HR report or the variants, please contact the ISIS HR Help Desk.

Thank you for your cooperation with this important matter. If you have any questions or need further clarification, please contact your assistance coordinator in our HR Program Assistance Division. The main number for the Assistance Division is (225) 342-8274. If your agency submits personnel actions to Civil Service for entry into ISIS HR, the Supported Entry Unit will contact your agency to resolve any problems.

Sincerely,

Allen H. Reynolds  
Director

Attachments

## **Section 1 - Issues that must be addressed by December 21, 2001.**

<b>General Comments</b>
The internet address for help with the report variants is as follows: <a href="http://osisike.doa.state.la.us:5050/dapas.asp?tcode=zp21&amp;lang=EN">http://osisike.doa.state.la.us:5050/dapas.asp?tcode=zp21&amp;lang=EN</a>
The effective date for all changes should be December 24, 2001.
Please remember that many of these changes have to be made to <u>both</u> the Organizational Management and Personnel Administration infotypes in the ISIS HR System.
While emphasis should be placed upon correcting data on filled positions at this time, please remember that vacant positions will also have to be addressed at some point.

- 1. Coding requirements for the FTE Percent** – In the ISIS HR system, the employee's full time equivalency (FTE) is stored as the "employment percent" on Infotype 0007 (Planned Working Time) and this value defaults to "capacity utilization level" on Infotype 0008 (Basic Pay). These values should always be the same and, in each case, represent what we have always termed the employee's FTE percent. There is a logical relationship between the Employee Group and the FTE percent that must be followed. These valid entries are as follows:

<b>Employee Group</b>	<b>FTE%</b>	<b>Comments</b>
A – Full Time Salary	Must be 100%	We will always count employees in this employee group as 1 full time equivalent.
B- Part Time Hourly	Must be less than 100%	Assume a 40 hour work week as full time and approximate what percent of 40 hours the employee works in an average week (i.e. 20 hours equals 50%). For others such as university faculty, FTE should be determined according to what is considered full or part time.
C – Per Diem	Percentage entered for Per Diem is at the discretion of the individual agency	Self-explanatory.
E – Full Time Hourly	Must be 100%	We will always count employees in this employee group as 1 full time equivalent.
F – Part Time Period	Depends upon the nature of the appointment.	This category is intended for certain <u>unclassified temporary appointments only</u> . If the temporary employee is working full time – code 100%. If part time, code less than 100% as specified in part time hourly above. <b>Note:</b> This employee group is not intended for regular full-time employees.

- 2. Identifying WAE Employees through the Personnel Subarea** – for any classified or unclassified employee employed on a WAE (when actually employed) basis, please indicate this by using the appropriate personnel subarea. We will use this field to identify WAE employees. For ISIS HR non-paid agencies, please verify that only true WAE employees are placed in personnel subarea 5001.

Type of Agency	Valid Personnel Subareas
ISIS HR Paid	0800, 0850, 0900, 0950, 1000
Non-ISIS HR Paid	5001

- 3. Identifying Student Employees** – a student employee, as defined in R.S. 42:289 is an employee who is required under the terms of his employment to be a full-time student in a school, college, or university of this state”. For the purposes of reporting, students are further defined as working at a state entity other than that in which they are enrolled. For example, a full-time LSU or Southern University student working at the Department of Labor must be reported as a student under this requirement. A student enrolled at LSU and working at LSU is not reported. For the purpose of the Monthly Report on State Employment, we will identify students as defined here by job code. If a more detailed title for student employees is required, you can use the position name field in ISIS HR. Please place all students in the job code listed below and remove anyone from this code who is not a student according to this definition.

Reporting Requirements for Students	
Valid Student Job Code	507100 - Student
Valid Employee Subgroups	12 (Student/Intern – Exempt) 13 (Student/Intern – Non-exempt)
Note: Students should be entered with a 24/7 work schedule. Students should not be coded in any of the WAE personnel subareas.	

- 4. Identifying Board Members** – A board member, as defined in R.S. 42:289, is “a member of a board, commission, or other authority of state government created or authorized by law, by the Louisiana Constitution, or by executive order”. For the purpose of the Monthly Report on State Employment, we will identify board or commission members by job code. Please place all board or commission members in one of the codes listed below and remove all employees from these codes that are not board or commission members according to this definition.

Reporting Requirements for Board Members	
Valid Board Member Job Codes	505980 – President/Chairman – Bd or Comm 507600 – Vice Pres/Chairman – Bd or Comm 505370 – Member Board or Commission 505380 - Secretary - Bd or Comm 502460 – Commissioner – Bd or Comm 504190 - Ex-Officio Commission Member
Valid Employee Subgroups	22 (Other/Non-State)

**Section 2 - Other issues affecting reporting - while these item are critical and must be corrected, they do not have to be corrected by the December 21, 2001 deadline.**

- 1. Appropriate use of Job Codes – it is very important that you follow the chart below in assigning job codes.** You should not use classified job codes for unclassified employees. Each range of codes is reserved for certain types of employees and must be used as follows:

<b>Job Code Range</b>	<b>Employee Type</b>
00100000 – 00199999	State Civil Service System – Classified Employees
00500000 – 00599999	State Civil Service System – Unclassified Employees
07100000 – 07199999	State Police Civil Service System - Classified Employees
07500000 – 07599999	State Police Civil Service System – Unclassified Employees

- 2. Use of Contract Types for Classified Employees –** this field is used to determine the employee's appointment type and whether the employee is part of the regular or temporary work force. The valid contract types for classified employees are listed in the table below. None of the remaining contract types are valid for classified employees. It is very important that the contract type be accurately maintained as employees move from probational to permanent status. This value is used in our Examining system to determine whether or not to grant non-expiring test grades according to the rules and policy.

<b>Contract Type</b>	<b>Nature of Appointment</b>
Permanent	Regular – Permanent
Probational	Regular - Probational
Provisional	Regular - Provisional
Job Appointment	Temporary
Permanent Classified Detail	Regular – Permanent
Perm LOA – Class/Unclass	Regular – Permanent
Restricted	Temporary
Probational Classified Detail	Regular - Probational
Note: Do not use the contract type of WAE for classified employees. The Personnel Subarea identifies the fact that they are in WAE status.	

- 3. Use of Employee Subgroup and Personnel Subarea for Unclassified Employees –** whereas we rely upon the contract type to determine whether an employee is in the regular or temporary workforce for classified employees, we rely primarily on the Employee Subgroup and Personnel Subarea to determine this for the unclassified service. We do not restrict the use of contract types for unclassified employees and any may be used. Instead, we determine regular versus temporary status as follows:

<b>Employee Subgroup</b>	<b>Nature of Appointment</b>
12 – Student Ex	Temporary
13 – Student Non-Ex	Temporary
16 – Unclass Temp Ex	Temporary
17 – Unclass Temp Non-Ex	Temporary
All other unclassified (11, 14, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28)	Regular
<b>Note:</b> In addition, any unclassified employee coded in WAE personnel subareas (0800, 0850, 0900, 0950, 1000, 5001) will be designated as temporary for reporting purposes.	